
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

REF NO: PSC-24-003

Position Title: Cashier

Location: Monrovia, Liberia

Open To: All interested candidates. Preference will be given to candidates residing in Liberia or who are citizens of Liberia at the time of application.

Closing Date: All applications must be received by 5:00 pm on 22 November 2023. Late applications will not be considered further.

Work Hours: Full Time; 44 hours per week; Typically, Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am to 2:00 pm, with flexibility to work additional hours or on weekends on an as-needed basis.

Length of Contract: The anticipated contract will be for a base period of up to one year, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

Peace Corps/Liberia is seeking a cashier. Under the supervision of the Director of Management and Operations (DMO), the Cashier manages the Peace Corps imprest fund. The Cashier is responsible for ensuring that all cash payments are correct, proper, and legal, and that all payments are made in a timely manner. In addition to cash payments, the cashier will also prepare and make (if approved at post) mobile money payments and local checking account electronic funds transfers (EFTs). The Cashier monitors cash flow expenditures to maintain sufficient funds for Peace Corps operations. In coordination with the DMO, the cashier develops post-specific policies for cashiering. The Cashier will also serve as the travel coordinator for all travel for staff and Volunteers.

The full statement of work for the position, including all the duties and responsibilities, can be downloaded on Peace Corps/Liberia's website at <https://www.peacecorps.gov/liberia/contracts>. Candidates can download the required application form at the same website. The point of contact for this position is LR-Jobs@peacecorps.gov.

Qualifications for the Position: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item using the attached application form. Failure to do so will result in a determination that the applicant is not qualified.

Required Qualifications:

- Education: Minimum of a bachelor's degree in finance, accounting or business, or related field.
- Prior Work Experience: A minimum of three (3) years of progressively responsible work experience in accounting, cashiering, or bookkeeping.
 - Experience working in procurement and with U.S and/or international organizations a plus.
- Language Proficiency: Professional level written and spoken English fluency.
- Knowledge, Skills, and Abilities
 - A good working knowledge of financial transactions and accounting/bookkeeping vocabulary at a level sufficient to read and understand United States Government (USG) financial regulations, policies, and procedures.
 - Ability to work independently.
 - Excellent customer service skills
 - High proficiency with computers, including Microsoft Office Suite of Programs (Outlook, Word, Excel).
- Work/Residency Permits: Applicants must have valid work and/or residency permits allowing work in Liberia.

Desired Qualifications

- Education: Additional certificates or degrees in fields relevant to the position.
- Experience:
 - Previous experience working with United States Government financial policies and/or regulations.
 - Previous experience working in an international organization or non-governmental organization similar in size to Peace Corps Liberia
 - Previous experience training colleagues or other employees in following and/or understanding financial policy or procedures.
 - Previous experience in procurement.

How to Apply:

A complete application will include the following documents:

- Cover letter
- Current curriculum vitae (CV) or résumé
- Completed application form (available to download at <https://www.peacecorps.gov/liberia/contracts>)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information for us to be able to evaluate your candidacy. Do not submit any other documentation with your application.

All application materials should be submitted to LR-Jobs@peacecorps.gov with the subject line: Cashier – 2023.

The deadline for submission of applications is Wednesday, November 22, 2023, at 5:00 pm. Applications received after this date will not be considered. Candidates who are determined to be highly qualified for the position will be further evaluated through a practical examination and/or interview.

Due to the high volume of applications for all positions, only those invited to participate in technical tests and/or interviews will be contacted.

Limitations:

- The award of this contract is contingent on availability of funds, reference checks, and completion of a positive security certification.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age), disability, or genetic information.
- The individual selected may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.